

NEWPORT
OREGON

**HOME & GARDEN SHOW
EXHIBITOR INFORMATION
PACKET**

HOME & GARDEN SHOW

MOVE IN & MOVE OUT

HOURS FOR MOVE IN ARE 12 Noon to 3:45pm on May 18th

HOURS FOR MOVE OUT ARE 5pm to 7pm on May 20th

DO NOT MOVE-OUT UNTIL THE SHOW IS OVER! The public expects to see an entire show. No exhibits or part of the exhibit may be removed until AFTER 5pm on May the 20th, Exhibitors who move-out early will not receive future show invitations.

You may begin moving out Sunday after the doors are secured and the public is out of the building. Loading entrances will then be opened at approximately 5:01pm. The building will remain open for move-out until 7:00pm.

At no time may vehicles block restricted entrances or the fire lanes. This is especially important on closing day.

NO MOVE-OUT HOURS ON MONDAY.

All exhibits must be completely removed by 7:00pm on May 20th

ENTRY BEFORE SHOW HOURS

During the run of the show exhibitors may enter up to one (1) hour prior to the show opening through the main entrance. ID may be required.

EXHIBITS

BOOTH SPACE

Standard booths are 9' to 10' x 10' and furnished with 6 ft. pipe and drape backdrop and 3 ft pipe and drape sides. Tables may be available for rental.

FLOOR COVERING IS REQUIRED FOR EVERY EXHIBIT SPACE.

You must provide floor covering for your booth space. A rental option from a third party vendor will be available. The flooring underneath is gymnasium wood flooring and proper care from exhibitors to not scratch, dent, or ding the floor is a strict requirement.

BOOTH DESIGN

When designing and constructing a booth, please remember that the side walls of your booth should not obstruct the line of sight into adjacent booths. To allow adequate visibility into your neighbor's booths, the front four feet (from the aisle) of your side walls should be no more than four (4) feet high.

Parts of your booth that are visible to your neighbors or show attendees must be finished and professional in appearance. You are responsible for fixing anything objectionable or Show Management will request removal or adjustment at your expense.

PROPER AISLE FLOW

The aisles are the property of the Show Management and must be free for easy flow of traffic throughout the entire show. Aisles cannot be obstructed at any time.

POP-UP CANOPIES

Use of pop-up canopies in the show is not allowed if it obstructs the line of sight of your neighbor's booth. In all instances where one is put up in a 10x10 booth it will obstruct the line of sight of your neighbor. Thus they will not be allowed. If you have a larger booth and would like to use them it must be centrally located. If you would like to use a pop-up canopy you may get approval through Event Director prior to the show.

SOUND

Noise level from any demonstrations or sound system (I.E. Stereos, TV'S, Tools, etc.) **must be kept to a minimum.** Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors. Amplified sound is not allowed. We have a "No Microphone policy" for individual booths. The exception to the rule is for seminars approved by Event Director only.

DECORATOR

If an exhibitor requests a color other than those used by Show Management the decorator will charge the exhibitor accordingly. For the rental of furniture, sign making and other materials please fill out the enclosed forms in your contract package. Contact Event Director at 541.265.4855 if you have questions.

ELECTRICITY

Electricity is provided on a first come, first served basis and is limited to select perimeter booth location. No equipment that will require more than 110 amps available is allowed.

WI-FI

Wireless Internet service is available on-site and is free of charge.

SECURITY

Show Management will provide security during the life of the show. No one is permitted into the building after the closing hour. Show Management and the Rec Center/City of Newport are not responsible for any items that may be lost or stolen during the duration of the show. Refer to your insurance policy if this should happen. It is the responsibility of the exhibitor to see that valuable exhibit materials are secured each night. During move-in and move-out it is especially difficult to watch everything, so please do not leave valuables unattended.

HANGING SIGNS

Signs are defined as an exhibit component for the purpose of displaying identification. Signs may be suspended above an exhibit space provided it complies with display rules. **Intent:** Hanging/extending signs are part of the overall exhibit presentation and therefore, must be treated as a component of the total exhibit configuration. All signs whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration. **IMPORTANT:** **Not all locations within the Rec Center can accommodate suspended signs. Get prior approval from Show Management of your intent.**

EXHIBITOR PARKING

Exhibitors may not park in the Senior Center, City Hall or Rec Center parking lots during the show. These spaces will be for patrons. Exhibitors are encouraged to park on side streets and in the public parking lot located at 9th and Hurbert Street. Exhibitors who disregard these suggestions may be subject to tow. No overnight parking is allowed. For RV Parking or Hotel information, please refer to www.discovernewport.com, or www.newportchamber.org.

LIABILITY

Exhibitors are completely responsible for the leased space and agree to reimburse the Rec Center/City of Newport for any damages that may occur to the floors, walls or equipment. Some displays must have a drip pan and/or protective material under them to safeguard the floor from dirt, oil stains, etc.

CLEANING

The Rec Center cleans the building each night after closing. They will not clean any exhibitor's booths. All debris, such as cartons and other materials should be placed in the appropriate dumpsters that are provided.

FLOOR PROTECTION

The wood gymnasium floor under your booth is vulnerable to sharp objects, small surface areas supporting heavy weights, liquids, foods, oils, etc. It will be the responsibility of the vendor to insure the floor is covered and protected from hazards.

LIQUOR

The City of Newport prohibits the use of alcoholic beverages in City buildings and property.

FLOOR PLAN

The floor plan with exits and entrances is attached.